

Version

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MICHIGAN DEPARTMENT OF EDUCATION

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SM-4107 SCHOOL BUS INVENTORY APPLICATION

# USERS MANUAL

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DRTS  
608 W. Ottawa  
Help Desk phone (517) 335-0505

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## Introduction

**T**he SM-4107 web based application is meant to provide real time electronic submission of your bus data to the Department of Education's database. Utilizing this application will streamline the process of data collection as well as provide you with a useful tool for managing your fleet. This manual will go over the common uses of this application and provide you with tips on how to make the application work more efficiently for you.

Note: As with any manual, we cannot hope to answer all your questions regarding this application. If you have any questions, concerns, or you just want to drop us a line saying "Good Job!" please do so via the MDE Help Desk.

## Accessing the Application

You must create an MEIS User account and fill out the security agreement before access into the SM-4107 will be granted.

MEIS User Account: By clicking on the User Management link from the MEIS homepage, you will be able to create a MEIS User account. Make sure that all the information is correctly entered as the SM-4107 uses this information to grant application rights. ***It is important, for instance, that the district code you enter is a 5-digit number!*** Once you have created an account, you can request access into the application by filling out the security agreement and sending it to Dawn Harris. Access will be granted on a timely basis.



**FIGURE 1.1** this picture can be found on the main page of the MEIS home page. It denotes the entry point to the sm-4107 Bus Inventory application.

Clicking on the bus from the MEIS home page will take you to the login screen for the SM-4107

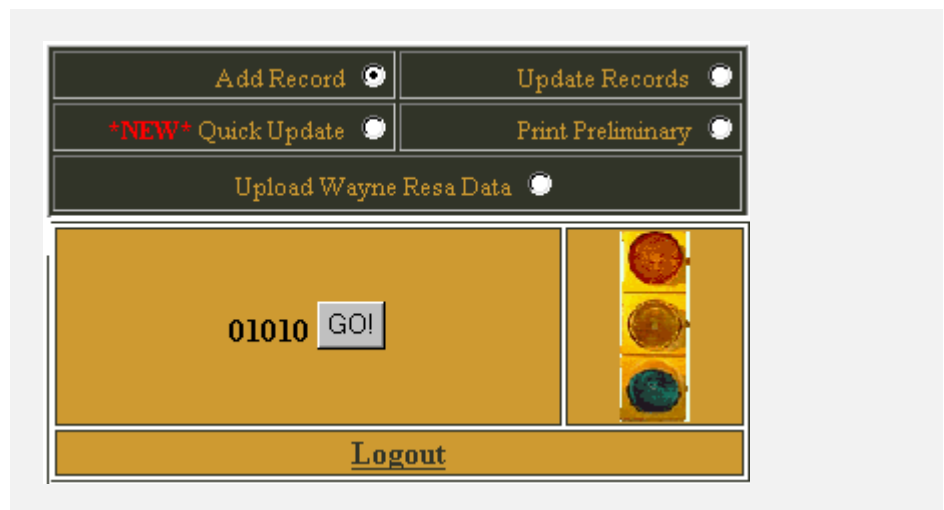
**Important documents:** A good plan is to bookmark the MEIS home page for access into the SM-4107 rather than bookmarking the login screen of the application itself. This is because we will regularly make pertinent documents available by placing them on this page. Check it regularly for updates.

**Application Status:** Upon reaching the application login screen, you will see several bulleted lines above the actual login area. It is important to check these regularly as this is where new announcements will be presented. Also, any emergencies, or application issues will be posted here.

**Common Errors:** If, after entering your username/password, you do not have access to the application, here are some tips to check. First, the application will only allow access if the district code that you entered via your MEIS User Account is a 5 digit number (do not hyphenate the number). Check this to make sure you entered it correctly. Second, if you have recently requested access into the application, your access may not yet be granted into the application. Place a call to the MDE help desk to see if you have rights to the system.

## Main Menu

Upon entering the SM-4107, you will be provided with several functions that will allow you to maintain your school bus inventory. The functions that you are permitted to complete are denoted by the level of access you have been given with in the application. Below is a picture of what a person with Edit/Update access will see.



The district number will be hard-coded into the application, allowing you to update the buses in your inventory only.

### Add Record

Adding a record may be done in increments of 10 buses at a time. You may enter as few as one bus per addition, or batch-add your new buses all at once. Any additions will be added to your inventory in real-time.

### Update Records

Update Records will bring you to a screen that shows all of your current buses, in increments of 10. These records can be sorted by clicking on the column header that you wish to sort on. You will notice that all the information for each bus is housed within editable text boxes, allowing you to edit the information per your discretion. ***Important: You cannot batch update records. You may only edit one record per attempt.*** Select that action that you would like to perform by

clicking on the appropriate check box. If you choose to update, make the changes to the bus record and select update records. Your changes will be made in real-time.

#### Delete Records

Deletions are done in a wizard-like fashion. You will be asked the bus number of the bus you would like to remove from inventory. A confirmation screen will appear that gives you one more chance to exit if you are not deleting the correct bus. If you are satisfied with the information, click on Finalize Delete. Your bus will immediately be removed from inventory.

#### Transfer Records

Transfers work much in the same way as deletions, except you must know the district code of the district that you are transferring the bus to. Again, an informational screen will come up, telling you exactly what district you have selected to transfer the bus. Upon transferring the bus, it will immediately be removed from your inventory and placed in the inventory of the new district. An informational e-mail will be sent to the district receiving the transferred bus.

#### Quick Update

This feature was added to prevent users from having to scroll through all of their records to find the one that they wish to update. By entering the reference number (*obtained by printing off a Preliminary Report*) of the bus that you wish to edit, you will be provided with a single bus record to work with. All the actions are available via this feature (*delete, update, transfer*).

#### Print Preliminary

This feature will allow you to print off a copy of all the buses you currently have in inventory. You will be able to sort this printout by several of the columns. It is recommended that you print off this report to preface the data prior to editing your data.

#### Upload Wayne RESA Data

This feature will allow districts that are utilizing the Wayne RESA Fleet Manager to upload their data to the Department of Education. Upon doing this, a batch function will be performed to merge this data into the existing MDE database. There will be a small wait (up to seven days) until this data will be available via the web-based SM-4107 application.

## Getting Help

The best way to get efficient help if you are experiencing problems is to understand what problems you are having. This sounds simple but providing your support person with as much pertinent information as possible will make your support experience much more satisfying. Here is a small guide to getting the best help for your problem.

What is the foundation of my problem?

- Am I getting connectivity to the Internet?
- Is my hardware operating correctly?
- Am I denied access into the application?
- Are my records not being shown correctly?
- Are my records not being updated when I attempt to edit them?

Troubleshooting tips

- Make sure you have connectivity by attempting to access another site.
- Reboot machine if hardware issues prevail.
- Make sure you are typing the correct user/password info by accessing your MEIS account via the MEIS User Management application.
- Verify that your district number is being correctly represented in the application.



Calling the MDE Helpdesk

- Have your 5-digit district code available.
- Specifically explain your error(s).
- Be at your computer so the help staff can walk through the solution with you.